JTAC INcite (Indiana Court Information Technology Extranet)

BMV Application User Manual

Release Version: 5.0
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Table of Contents

Application Login

1. Navigate to https://incite.in.gov
2. Add to your Internet Explorer Favorites: Click the **Favorites** menu and select **Add to Favorites**.
3. Click **Login** link in the left-hand pane to show the *Application Login* screen. (See *Figure 1*)
4. Enter Username and Password, these are case sensitive, then click **Submit**.
5. Your login information will appear at the top of the left-hand pane (i.e., Logged in as, County Name, and Default Court).
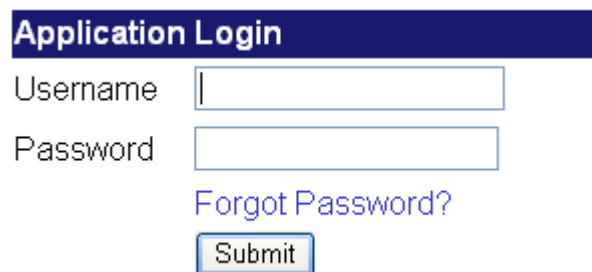

Figure 1

Reset Forgotten Password

1. Click the **Forgot Password?** link to show the *Reset Password* screen. (See *Figure 2*)
2. Enter your Username and click the **Submit** button

Figure 2

Provided your email is stored in your User Preferences, a new password will be automatically emailed to you. If your email address is not stored, you will be prompted to contact JTAC support for assistance. After you login to INcite with your new password, you may change the password under **INcite Admin**, then **Change Password**. You may also change your email address under **INcite Admin**, then **Change Preferences.**

INcite BMV Application

Change Password

Why? Promotes security of the INcite system and data.

1. Expand the **INcite Admin** group in the left-hand navigation pane then select **Change Password**. (See *Figure 3*)
2. Enter your current password in the **Old Password** field.
3. Enter the desired new password in the **New Password** field.
4. Re-enter the new password to confirm. Passwords are case sensitive.
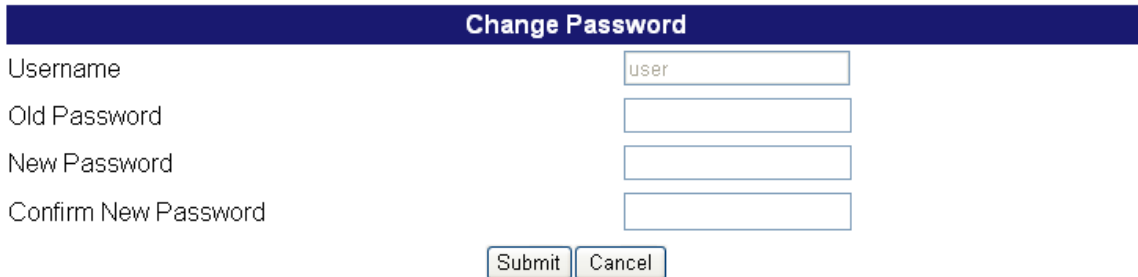5. Click the **Submit** button.

Change Password	
Username	user
Old Password	
New Password	
Confirm New Password	
	Submit Cancel

Figure 3

Password Tip

Using a combination of letters and numbers creates a password that is extremely difficult to "crack" or guess. Including both uppercase and lowercase characters makes it even more powerful. A trick you can use is to substitute numbers for some of the letters in a word you can remember. Here are some examples:

zero (0)	O
one (1)	I or lowercase letter L (l)
three (3)	E
five (5)	S
eight (8)	B
nine (9)	G

Whatever password you create, please do not write it down and keep it near your PC! That strategy defeats the purpose of using passwords.

IMPORTANT: Please notify JTAC immediately when an individual leaves employment with the Court or when his or her position no longer requires INcite access.

BMV Application

Search SR16

1. Click the **Search SR16** link in the left-hand pane to show the *Search SR16* screen. (See *Figure 4*)
2. Enter information in the Search Criteria fields and click **Search**.

Search SR16		
Abstract Types: ALL	**UTT Number:**	
DL State: ALL	**License Number:**	
Last Name:	**First Name:**	
Court: ALL	**Case Number:**	
Begin Transmit Date:	**End Transmit Date:**	
BMV Code:	**Original IC Number:**	
Search	Reset	

Figure 4

Search Tip

The percent (%) symbol is a wildcard that replaces zero or multiple characters. Here is an example:

You need to find an SR16 that was entered for Jennifer Steele, but you can't remember if her name is entered as "Jennifer" or as "Jenny." By entering "jenn%" in the First Name field, all SR16s with the first name beginning with "Jenn" will be returned.

In the same way, if you remembered that a License Number contained four sevens in a row ("7777"), you could look it up by using "%7777%" in the License Number field.

Begin Transmit Date: If you only put a Begin Transmit Date, you'll get everything transmitted on that begin date and future, including ones not yet transmitted.

End Transmit Date: If you put an End Transmit Date, you will get everything transmitted up to and including the end date, but will not include those not transmitted.

Reset

The Reset button refreshes the Search Criteria screen to begin a new search. (See *Figure 4*)

Search SR16 Results

The *SR16 Search Results* screen will list all SR16s matching the search criteria. The search criteria remain visible and can be modified to reduce or enlarge the search results. (See *Figure 5*)

Search SR16			
Abstract Types:	ALL	**UTT Number:**	
DL State:	ALL	**License Number:**	
Last Name:	ted%	**First Name:**	
Court:	ALL	**Case Number:**	
Begin Transmit Date:		**End Transmit Date:**	
BMV Code:		**Original IC Number:**	
	Search	Reset	

SR16 Search Result

Number of SR16 Returned: 2

Offender	AT	License No.	Case No.	Transmitted	UTT	IC No.
Ted, Sheila F	T	IN-1234567899	53C03-0901IF14549		R4545454	9-19-10-2 -a
Teddy, George F	T	IN-3565689569	53C03-0901IF78965		R7725387	9-19-10-2 -a

Figure 5

(Names, License numbers, and Case Numbers have been masked for privacy purposes.)

Selecting an SR16 record will populate the *SR16 Preview* area with the information for that SR16. (See *Figure 6*)

SR16 Details			
Case Number:	53C03-0901IF14549	**Date of Birth:**	01/27/1990
Abstract Type:	Ticket Substitute	**Offense Date:**	12/30/2008
Court Disposition:	G - Guilty	**Disposition Date:**	02/09/2009
Created By:	hjonas	**Abstract Certification Date:**	02/13/2009
BMV Code:	113	**Creation Date:**	02/13/2009
Original IC Number:	9-19-10-2 -a	**Transmitted Date:**	
Original Statute Desc:	Seat Belt Violation		

Print Preview | Edit | Copy For Different Offense | Copy For Different Abstract Type | Delete

Figure 6

Other Search Results Features

Selecting an SR16 record allows you to Print, Edit, Copy for Different Offense, Copy for Different Abstract Type or Delete a selected SR16. This is accomplished by clicking on the Defendant Name. (See *Figure 7*)

SR16 Search Result						
Number of SR16 Returned: 2						
Offender	**AT**	**License No.**	**Case No.**	**Transmitted**	**UTT**	**IC No.**
Ted, Sheila F	T	IN-1234567899	53C03-0901IF14549		R4545454	9-19-10-2 -a
Teddy, George F	T	IN-3565689569	53C03-0901IF78965		R7725387	9-19-10-2 -a

Figure 7

(Names, and License numbers have been masked for privacy purposes.)

Search SR16 Toolbar (located at the bottom)
(See *Figure 8*)

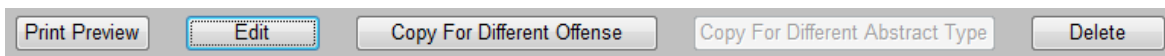| Print Preview	Edit	Copy For Different Offense	Copy For Different Abstract Type	Delete

Figure 8

Search SR16/Print Preview

Clicking the Print Preview button will pull up the SR16 into a pdf format. Click on the Printer icon to print the SR16 or click on the Floppy Disk icon to save an electronic copy of the SR16 form to your local computer system. (*See Figure 9*)

Figure 9

Search SR16/Edit

Clicking the Edit button allows changes to be made to the SR16 only if it has not yet been transmitted. The Search Results column Transmitted

BMV Application

will indicate the Transmission date. In this example, the Transmitted column is blank because the SR16 has not been transmitted yet. (See *Figure 10*)

SR16 Search Result						
Number of SR16 Returned: 2						
Offender	**AT**	**License No.**	**Case No.**	**Transmitted**	**UTT**	**IC No.**
Ted, Sheila F	T	IN-1234567899	53C03-0901IF14549		R4545454	9-19-10-2 -a
Teddy, George F	T	IN-3565689569	53C03-0901IF78965		R7725387	9-19-10-2 -a

Figure 10

After clicking Edit, if the SR16 has been transmitted already, a message will appear. (See *Figure 11*)
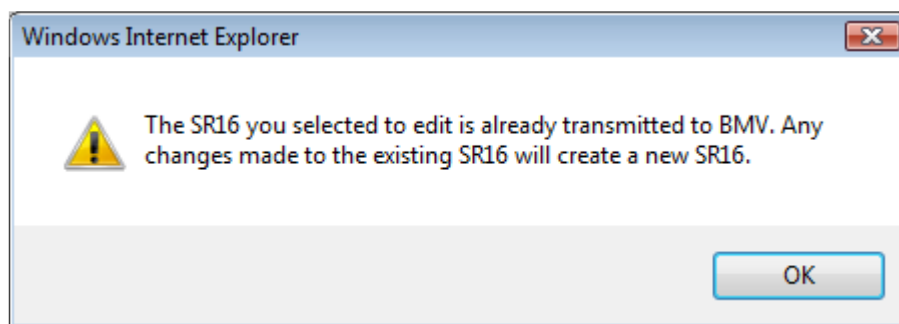

Figure 11

If the SR16 was already transmitted, "editing" it will result in a new instance of the modified SR16. This is by design, as each SR16 is a record of transmittal.

Edit SR16 Toolbar (located at the top)
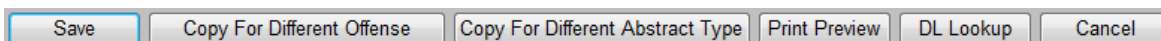(See *Figure 12*)

Figure 12

Edit can be used to reopen an existing FTA or record a payment against an existing FTP. Edit should also be used to correct any SR16 which the BMV activity report indicates was rejected. SR16s with result codes of OK, G, J, and OF on the BMV activity report will be processed by the BMV, while any other result codes not accompanied by a J indicates that they were rejected.

BMV Application

Note: Be sure to use the *Edit* or **Copy for Different Abstract Type** option (rather than *Copy for Different Offense*) when reopening an FTA or recording a payment against an FTP.

Search SR16/Copy for Different Offense

The copy for different offense button is enabled when you have selected an SR16 that has not been transmitted yet. This button will be used primarily when a court wants to pull up an SR16 just entered and use it as a template to create a new SR16 for the same case, but different offense. The copied SR16 retains all information from the initial SR16 except for the original offense, amended offense, court finding, disposition date, based on, payment date, and certification date. This button will be primarily used when users want to enter several SR16s at the same time for the same case, but with different charges.

Search SR16/Copy for Different Abstract Type

The copy for different abstract type button is enabled when you have selected an SR16 that has already been transmitted. This button will be used primarily when a court wants to pull up an old SR16 such as an FTA and use it as a template to create a new SR16, such as a Reopen. The copied SR16 retains all information from the initial SR16 except for the abstract type of SR16, the disposition date (if an FTA was copied) and certification date.

Search SR16/Delete SR16

Permanently deletes the SR16. You may delete an SR16 if it has not been transmitted to the BMV. An SR16 that has been transmitted to the BMV may not be deleted. When an attempt is made to delete an SR16, the prompt in *Figure 13* will appear.
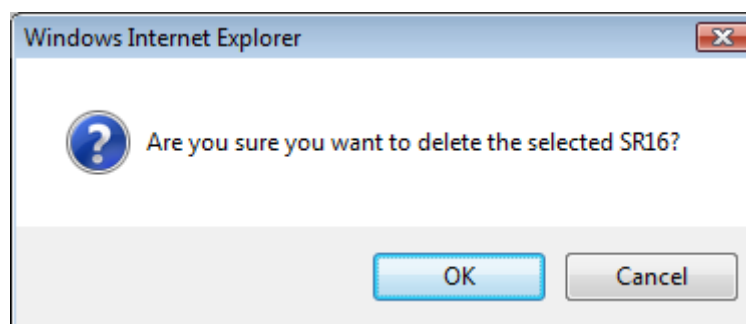

Figure 13

BMV Application

JTAC

New SR16

1. Click the **New SR16** link in the left-hand pane to show the *New SR16* screen. (See *Figure 14*)
2. Enter fields as required/applicable for the SR16.
3. Click the gray **Save** button at the top.

Figure 14

New SR16 Tips

While entering a New SR16, if you have a question about any field, help is available by clicking on any field and pressing the **F12** key on your keyboard. A new *Help* window will appear with information about the selected field.

Data Entry Assistance

Entering the driver's license number for an Indiana resident and pressing the Tab key will populate the SR16 with data pulled from the BMV database. This information can then be changed by simply typing over the data in the field.

The Court Representative and Title fields will be automatically populated from the default values stored in your preferences. The fields can be changed if needed by simply typing over the existing data in the field. A

BMV Application

JTAC

permanent change to your default Court Representative and Title fields can be made under **INcite Admin**, then **Change Preferences.**

New SR16/Save Draft

If you know you will be away from your desk or interrupted while in the middle of entering an SR16, click the **Save Draft** button at the top of the screen. This will save the data you have entered and you can complete the SR16 later. Once you click Save Draft, you will be taken to the Review Draft SR16 screen where all saved draft SR16s are stored. (*See Figure 15*)

	Type	License No.	Offender	Case No.	Draft Date	UTT	IC No.
Select	P	OH-6655443322-11	Speeder, Fast	31D01-	3/7/2009 6:19:40 AM	B65432	9-21-5-6
Select	T	IN-1122334455	Jones, Draft	31D01-	3/7/2009 6:18:21 AM	A112233	9-21-5-2

(table title: Review Draft SR16)

Figure 15

The same Draft SR16 can be used repeatedly as a template, and then deleted when no longer needed. You can save as many SR16 drafts as you want.

If you decide you no longer want to save the draft SR16, you may delete it by simply selecting the draft SR16 and clicking the delete button.

Suspended Licenses

If an individual's driver's license is suspended, it is important to use the correct SR16 abstract type in order to reinstate it in a timely manner. If the license was suspended for an *FTA*, then use *Reopened & Disposed*; if the suspension was due to an *FTP*, use a *Payment* SR16.

Uppercase and Lowercase

Keep in mind that text appears on the screen and on the printed SR16 exactly as it is entered. Depending on how it is typed, a name could appear as bob jones; Bob Jones; or BOB JONES.

Out-of-State Drivers Licenses

If an individual does not have an Indiana driver's license, please enter the two-character state abbreviation. In the case of an international license, use OC (for "other country") or one of the following codes:

AS	American Samoa	OS	Out Of State

BMV Application

JTAC

CN	Canada	PR	Puerto Rico
DC	District of Columbia	TT	Trust Territory
GU	Guam	US	United States
MX	Mexico	VI	Virgin Islands

Entering Dates and Times

The application will automatically add slashes (/) after the day and month in date fields (Birth Date, Offense Date, etc.), e.g., 02/16/2009. The format is MM/DD/YYYY.

The format for entering the Offense Time is XX:XX AM, e.g., 05:30 PM.

Entering Indiana Code Cites

If you know the exact statute number (as it is named within INcite), you can just type it in and you don't even have to click the Select button to pull up the IC code pop up box. When you save the SR16, it you have typed in an invalid statute number, the validation will give you an error message. (See *Figure 16*)

Figure 16

Selecting Indiana Code Cites

Clicking on the Indiana Code Cite **Select** button will pull up a form with all the available offenses from which to select. Users may refine the list of offenses displayed by entering a partial IC Code or a partial IC Code Description and then clicking the **Search** button. (*See Figure 17*) Clicking on the column heading IC Code, Description, or BMV Code will re-sort the statute list by that column. Clicking on the column heading a second time will reverse the sort order from ascending to descending.

Figure 17

Because certain Indiana Codes correspond to more than one BMV offense, such as laws with felony or misdemeanor provisions, make sure to read the descriptions carefully before selecting a Code.
For example, the Seat Belt Violation code 9-19-10-2 has two BMV codes: one for the driver and another for the passenger. (*See Figure 18*)

Figure 18

Another code with several BMV offenses is 9-21-8-35 – Failure to Yield to Stationary Emergency Vehicle.

OWI Offenses
As of February, 9, 2009, the SR16 application has been upgraded to now include OWI fields, and the OWI offenses are now available for you to enter and electronically submit them through INcite.

BMV Application

JTAC

Citation Test Results: The user must either check the Drugs checkbox OR check either the Refused or the Failed checkbox. If the Failed checkbox is checked, then Blood Alcohol Content is required (they failed the test, so they should have a measurement).

Blood Alcohol Content: The Blood Alcohol Content (BAC) field is limited to 2 decimal places, because that is all the BMV accepts in the CATS file that is transmitted. (See *Figure 19*)

Probable Cause Number: Specify in this field the control number listed on the affidavit of probable cause. If there is no control number, specify the driver license number and last name that can be used to match back to the probable cause affidavit, and contact the Indiana State Police at 1-800-582-8440 and they will direct the county how to obtain the state-approved probable cause forms which do contain control numbers.

Figure 19

Effective Date of OWI Suspension: If a user submits the OWI SR16 through INcite, there is a place to indicate the Effective Date of OWI Suspension. If effective date of OWI suspension is left blank, then the BMV will start any automatic OWI suspensions from the disposition date.

Probationary License of 180 days: There is a checkbox to indicate that a probationary license of 180 days is authorized. (*See Figure 20*) Only the SR17 will need to be sent by hardcopy (although it won't hurt to continue to attach a copy of the SR16 entered into INcite). This is a business process change for the BMV – SR16 electronically, SR17 hardcopy.

BMV Application

Figure 20

A few fields that appear on the current 7/2008 SR16 BMV form cannot be entered yet into INcite because these fields do not yet exist in the current CATS layout and therefore cannot be transmitted electronically to the BMV. These fields are:
- Alternative misdemeanor sentence granted pursuant to Indiana Code 35-50-3-1
- Probationary License for _____ days is authorized
- Delete Probable Cause Refusal
- Terminate Probable Cause Refusal
- Delete Probable Cause Failure

Even though these fields cannot be entered into INcite, they will still appear with blanks on a printed SR16 from INcite, so that they can still be written in and used in the event that you need to fax/mail a hardcopy SR16.

Court Disposition Date

Enter the date that the court made a determination that necessitated sending an SR16 to the Bureau. This date should rarely be more than 5 days old, with the only exception being a Payment SR16. A brief description of this date for each SR16 type follows:

Ticket Substitute SR16: this should be the date when the court finding was determined, and it will be recorded on the driver's history as such.

FTA SR16: this should be the date that the court determined that they wanted the BMV to place an indefinite suspension on the driver's record for Failure To Appear, but no conviction is recorded on the driver's record. It is the court's discretion whether to start an FTA from the date of the initial hearing or to start an FTA after a grace period. These regulations differ for commercial driver's license (CDL) holders.

BMV Application

Reopened & Disposed SR16: this will be the date that the court determined that the FTA case was reopened, the indefinite FTA suspension should be closed, and a conviction be recorded on the driver's record as of the disposition date.

FTP SR16: this will be the date that the court determined that they wanted the BMV to place an indefinite suspension on the driver's record for Failure To Pay. If the conviction was not previously recorded on the driver's record by a Ticket Substitute SR16, then this date will be used to record a conviction on the driver's record. It is the court's discretion whether to start an FTP after a grace period for receiving payment. (Except for CDL holders)

Payment SR16: this will be the date of the original case disposition previously submitted on the FTP SR16. Since the court has determined that a payment was made, then the indefinite FTP suspension should be closed.

The following SR16 types must be processed on hard copy, because INcite is not yet able to transmit them.

Court Hearing Pending SR16: this will be the date that the court determined that the indefinite FTA suspension should be closed pending a court hearing.

Amendment to an Existing Abstract of Judgment SR16: this should be the date from the original SR16 that was being amended, except in the case that the court disposition date itself is what is being amended/corrected.

New SR16/Print Preview

Clicking the Print Preview button will pull up the SR16 into a pdf format. Click on the Printer icon to print the SR16 or click on the Floppy Disk icon to save an electronic copy of the SR16 form to your local computer system. (*See Figure 9*)

BMV Application

JTAC

Search SR16 Draft

Click the **Search SR16 Draft** link in the left-hand pane to show the Review Draft SR16 screen. Drafts SR16s may be edited and saved as completed SR16s or they can be deleted when no longer needed. (*See Figure 21*)

	Type	License No.	Offender	Case No.	Draft Date	UTT	IC No.
Select	P	OH-6655443322-11	Speeder, Fast	31D01-	3/7/2009 6:19:40 AM	B65432	9-21-5-6
Select	T	IN-1122334455	Jones, Draft	31D01-	3/7/2009 6:18:21 AM	A112233	9-21-5-2

SR16 Details

Case Number:		Date of Birth:	
Abstract Type:	FTP	Offense Date:	
Court Disposition:	X - None	Disposition Date:	
Draft By:	kberrydev1	Abstract Certification Date:	03/07/2009
BMV Code:	032	Draft Date:	03/07/2009
Original IC Number:	9-21-5-6		
Original Statute Desc:	Speeding - speed limits greater or lesser than reasonable; alteration by local auth; school		

Edit   Delete

Figure 21

Driver's License Lookup

This is a quick and convenient method to access the driver's record information.

NOTE: the data displayed within INcite does **not** constitute the Official Driver Record.

There are three different options when searching for driver's information.
1. Searching by First Name, Last Name, and Date of Birth
2. Searching by Driver License Number
3. Searching by Social Security Number

Once you select an option and enter the appropriate information, click the **Lookup** button. (See *Figure 22*)
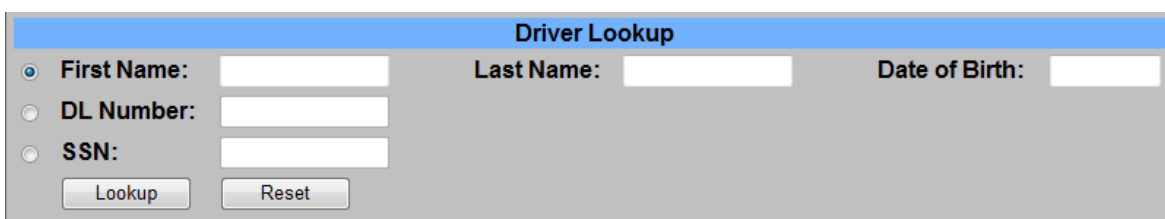
Figure 22

CATS File Upload

INcite provides a method to import CATS files into INcite for users with case management applications that produce files in the approved CATS file format.

1. Click the **CATS File Upload** link in the left-hand pane to show the CATS File Upload screen. (*See Figure 23*)
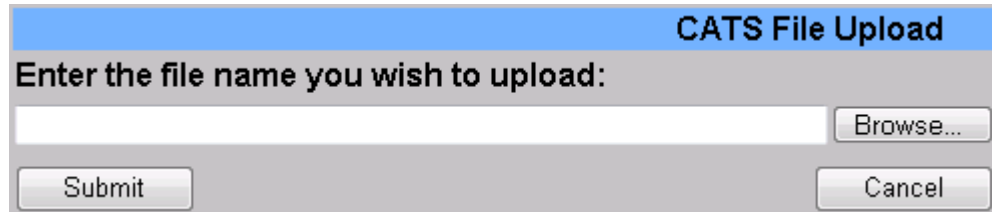
Figure 23

2. Click the **Browse** button to show the *Choose File* dialog box. (*See Figure 24*)
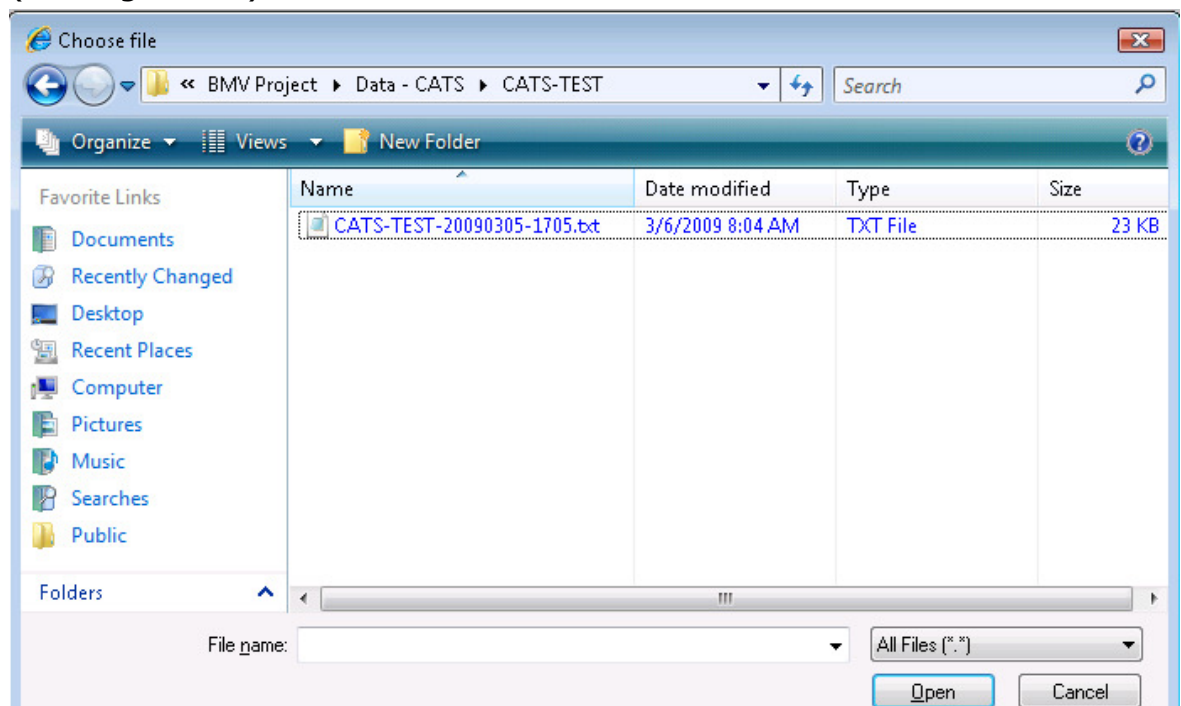
Figure 24

3. Select the CATS file by double-clicking the CATS file to be uploaded or by using the **Open** button.
4. Back in the INcite application, the selected filename will be displayed and then click the **Submit** button. (*See Figure 25*)

BMV Application
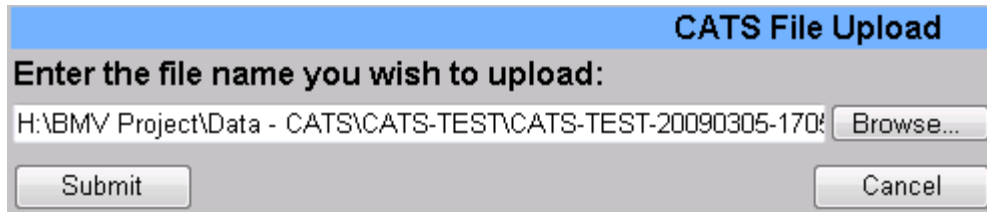
Figure 25

5. Verify that the correct CATS file was selected as listed in the '*Are you Sure you want to upload the file?*' dialog. (*See Figure 26*)
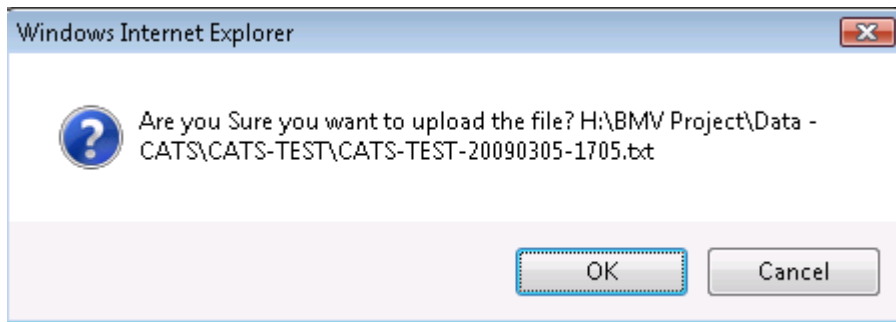
Figure 26

6. Click **OK**. A JTAC processing message pop-up will appear. (*See Figure 27)*

    Note: Please do not cancel while processing during the CATS upload.

Figure 27

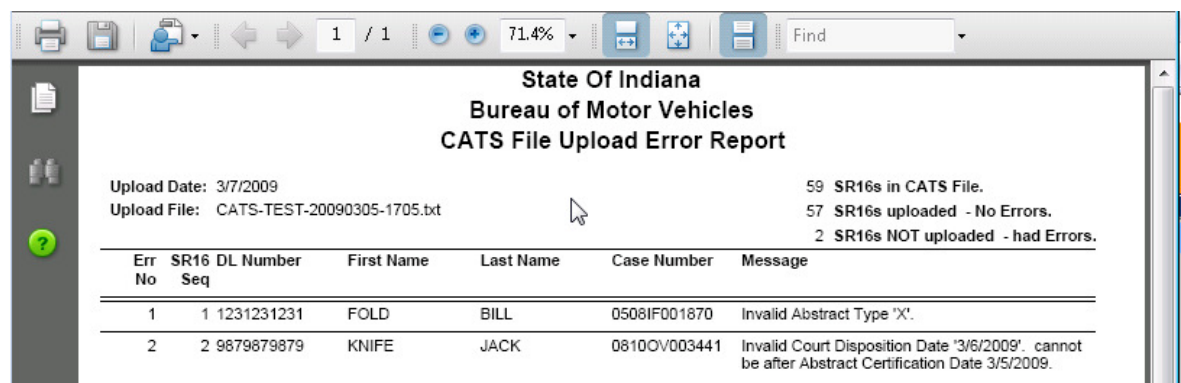7. You will be returned to the *Upload Results* screen, which indicates the status of the upload. (*See Figure 28*)

BMV Application

Figure 28

8. Click the **View Error Report** link to pull up the CATS Upload error report into a pdf format. (*See Figure 29*) Click on the Printer icon to print the error report or click on the Floppy Disk icon to save an electronic copy of the error report to your local computer system.

   Note: Once you close this report and click Finished, you will no longer be able to view this report.
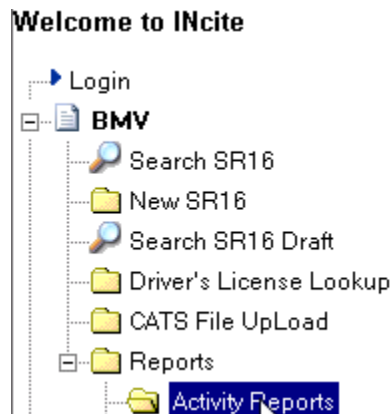

Figure 29

9. Click the **Finished** button.

Providing there were no errors, there is nothing more to do! The CATS file(s) will be transmitted to the BMV at 6:00 PM and processed the same night.

Reports

Activity Reports

Click the **Reports/Activity Reports** link in the left-hand pane to display the Activity Report criteria and filter screen. (See Figure 30)

Figure 30

INcite provides four options to view activity reports: Select a radio button under *Filter* to view the desired records:

- o **All Transmitted** shows all SR16 records sent on that date

- o **Printed (No Action Required)** shows SR16 records which were not immediately recorded at the BMV and were printed for manual processing. (This is usually because the SR16 is for an out-of-state driver or the SR16 information did not match the BMV's records.)

- o **Rejected** shows SR16s that have an error or are incomplete and must be corrected and resubmitted to the BMV. Action is required on your part to correct these SR16s. Since the rejected SR16s are already captured within INcite, they can be modified to correct the errors and saved as a new SR16 that will be re-transmitted to the BMV.

BMV Application

- o **Warning** shows SR16s that generated warning errors, but do not need to be manually processed by the BMV. Any warnings should be reviewed to verify that driver's record has been updated appropriately.

On the Activity Report criteria and filter screen (*See Figure 31*):
1. Enter the Start and End dates for the period you wish to view.
2. Court: select a court from the dropdown menu if applicable.
3. Click **Available Reports**.

Now you can view the available Activity Reports.

					Not Processed		Processed		
CourtCode	TransDate	RunDate	RunNumber	Submitted	Rejected	Warnings	OK	Printed	OOS
31D01	01/05/2009	01/05/2009	26916	19	1	0	14	0	4
31D01	01/06/2009	01/06/2009	26997	13	0	1	9	0	3
31D01	01/07/2009	01/07/2009	27067	15	0	0	9	3	3
31D01	01/08/2009	01/09/2009	27148	5	0	0	3	0	2
31D01	01/09/2009	01/09/2009	27230	6	0	0	4	1	1

Activity Report

Start Date: 01/01/2009

End Date: 01/09/2009

Court: 31D01 - Harrison Superior Court

Available Reports: [Available Reports]

Filter: ⦿ All Transmitted ◯ Printed No Action Required ◯ Rejected ◯ Warning

Figure 31

4. To select a report, click on the Transmission Date of the report you would like to view. The activity report will open in a new window. (*See Figure 32*) Click on the Printer icon to print the activity report or click on the Floppy Disk icon to save an electronic copy of the activity report to your local computer system.

   Note: The Transmission Date is the date the courts saved their CATS file. Run Date is the date the BMV processed the data.

BMV Application

JTAC

| CourtCode | TransDate | RunDate | RunNumber | Submitted | Not Processed | | Processed | | |
					Rejected	Warnings	OK	Printed	OOS
31D01	01/05/2009	01/05/2009	26916	19	1	0	14	0	4

Figure 32

(License numbers and Case Numbers have been masked for privacy purposes.)

INcite SR16 Transmission to BMV

NOTE: After an SR16 has been entered and saved into INcite, it will be automatically sent (or transmitted) to the BMV. The user does not have to do anything else unless the record requires correction or if an SR16 didn't get processed during the CATS Upload (Refer to Error Report from CATS Upload).

If a record is saved (or submitted) before 6:00 PM, the SR16 data will be on record at the BMV (i.e., on the driver's record) the next morning, unless the SR16 fell into the 'Printed (No Action Required)' category which will take 3-5 business days for the BMV to manually process. SR16s entered after 6:00 PM will not be sent to the BMV until the next day at 6:00 PM.

Note: An SR16 may be edited or deleted before 6:00 PM. After that time, a correction to the driver's record requires an **Amendment to an Existing Abstract of Judgment SR16**, which must currently be sent on hard copy (not through INcite). However, if your SR16 was rejected, you may edit the SR16 and resubmit it electronically.
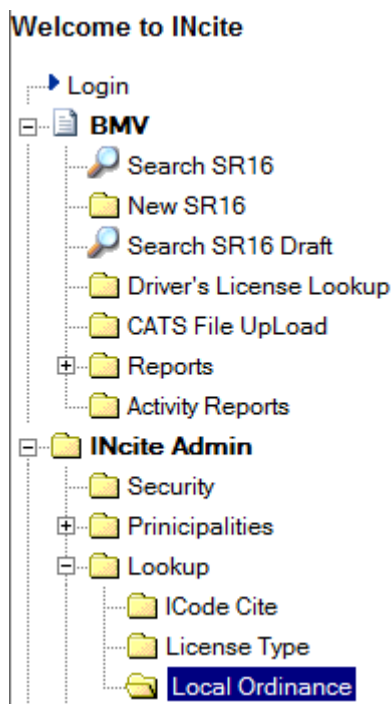
INcite Admin

Lookup

INcite supports the entry of Local Ordinances.

1. Look up the corresponding BMV code (using the Indiana Code Cite or ICC List links)

Tip: BMV code 152 (non-traffic, non-pointable) is used for local ordinances not covered by other offense codes. SR16s for these offenses should only be sent to the BMV when a license suspension is involved.

2. Click the *Local Ordinance* link in the navigation tree. (See *Figure 18*.)

BMV Application

Local Ordinance Maintenance

	BMV Code	Sorted LO Statute	Description	Available	Display LO Statute	County Code	Last Update By	Last Update Date
Edit	123	01Sort71.55	Speeding	Y	Displ71.55	32	sshawqa	4/4/2006 10:21:35 AM
Edit	124	01Sort72.55	Test	Y	Displ72.55	32	dzerber	4/11/2006 10:25:44 AM
Edit	125	01Sort73.66	Test	Y	Displ73.66	32	dzerber	4/11/2006 10:33:44 AM
Edit	152	22222	Sort22222, Display 99999	Y	99999	32	ktberryqa	4/17/2006 2:45:29 PM
Edit	120	44444	Sort44444, Display55555	Y	55555	32	ktberryqa	4/17/2006 2:44:42 PM
Add								

Figure 18

3. Click the **Add** link to show the *Local Ordinance Maintenance* view. (See *Figure 13a*.)
4. Enter the ordinance information. Be sure to enter a capital "Y" in the *Available* field.
5. Click the **Save** link.

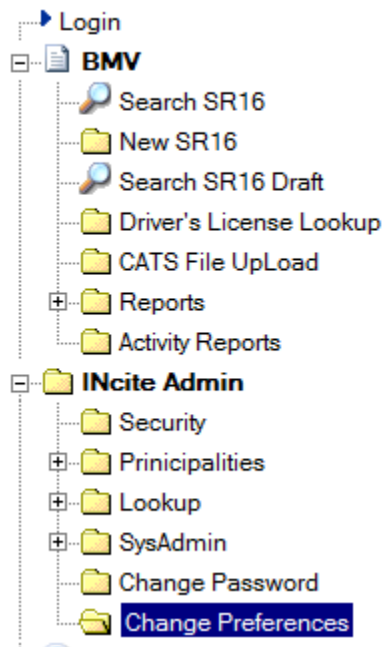| Edit	152	22222	Sort22222, Display 99999	Y	99999	32	ktberryqa	2:45:29 PM
Edit	120	44444	Sort44444, Display55555	Y	55555	32	ktberryqa	4/17/2006 2:44:42 PM
Save Cancel								

Figure 18a

The Local Ordinance will be available in the *Select Indiana Code Cite* dialog box on the SR16 form.

If you would like assistance in reviewing your local ordinances, please email your Local Ordinance information to hberry@jtac.IN.gov. The JTAC INcite team will verify if the codes correspond correctly.

BMV Application

Change Preferences

INcite allows you to maintain your personal information and set some preference information for your account. As mentioned earlier in this manual, you may enter a Court Representative Name and Title on this screen which will automatically populate those fields on the SR16 form. The data can be changed on the SR16 should the need arise.

Welcome to INcite

- ▶ Login
- ⊟ 📄 **BMV**
  - 🔍 Search SR16
  - 📁 New SR16
  - 🔍 Search SR16 Draft
  - 📁 Driver's License Lookup
  - 📁 CATS File UpLoad
  - ⊞ 📁 Reports
  - 📁 Activity Reports
- ⊟ 📁 **INcite Admin**
  - 📁 Security
  - ⊞ 📁 Prinicipalities
  - ⊞ 📁 Lookup
  - ⊞ 📁 SysAdmin
 - 📁 Change Password
  - 📁 Change Preferences

1. Click the *Change Preferences* link in the navigation tree.
2. Verify your personal data and update as needed.
3. Indicate whether you wish to receive an Activity Report, and if you do, select the Method you would like to receive it (fax or email) from the pull-down list.
4. Enter a Court Representative and Title, if appropriate.
5. Verify that the *Receive e-mail notifications* checkbox is set to your preference.
6. Verify that the proper default court is set. Change as needed.
7. Click **Submit**.

BMV Application

JTAC

User Preferences		
Personal Information		

Title		Phone Number	999-999-9999
Address	123 Street	Fax Number	999-999-9999
City	Indianapolis	E-mail Address	valid email address
ZipCode	46204		

Preferences		

☐ Do you wish to recieve the Activity Report?		Method	None ▾
Court Representative		Title	
☑ Receive e-mail notifications?		Default Court	(Hendricks) Plainfield T ▾

Submit Cancel

Figure 19

BMV Application

JTAC

INcite Help Features

There are six INcite **Help** resources available.
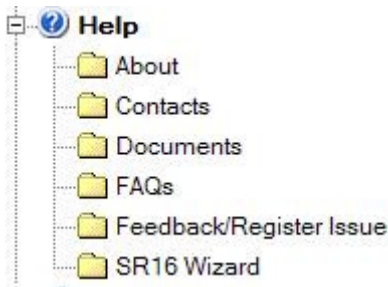
About

Lists information about JTAC's BMV Project Objective and the INcite web application.

Contacts

Shows contact information for members of JTAC's INcite Team. (*Related Sites* are also displayed.)

Documents

Provides supporting documents in two categories: Process/Forms and Training/Help.

FAQs

Displays a list of questions and their corresponding answers. These questions were posed by INcite users or anticipated by the JTAC INcite Team.

Feedback/Register Issue

Gives a method for users to send comments and feedback about the INcite application to the JTAC's INcite Team. (See *Figure 19.*)

Figure 20

Registering an Issue

If you encounter a problem while using INcite, please use the **Register Issue** link, which will show the *Register Issue* screen. (See *Figure 19.*)

Figure 21

1. The **User Name** will automatically populate.

BMV Application

2. **Screen Name:** Select the screen where the problem occurred from the pull-down list.

3. **Attachment:** If you are able to save a screen shot of the issue or error, please use the **Browse** button to locate and attach the file.

   To capture a screen shot, make sure your cursor is on the screen you want to capture. Press the Print Screen button on your keyboard (this may be labeled PrtScr, Prnt Scrn, etc.). This makes a copy and places the screen image in your clipboard. You can now paste this screen into a document or image viewer. For example, open a document in Microsoft Word, select the Edit menu and click Paste. Save the file. Make sure you remember where you saved the document. Select the Browse button within INcite to locate and attach the file.

4. **Issue Description:** Please enter information about the problem, including what preceded it (i.e., what you entered or clicked and in what order), and click the **Submit** button.

SR16 Wizard

Shows an 8-step, interactive guide to help users process SR16s correctly.

Other INcite Links

Related Sites

Expand to provide links to **Related Sites**, including JTAC, Indiana Courts, BMV, Access Indiana, and a website for Indiana Code Citations.

Recent SR16s

Lists up to 10 of the last SR16s entered or edited. This provides convenient access for printing or reviewing SR16s.

Computer Settings for INcite

Why? Allows optimal display of information on the screen.

Screen Resolution

1. Right click on the Desktop.
2. Select **Properties** to show the *Display Properties* dialog box**.**
3. Click the **Settings** tab. (See *Figure 1.)*
4. Drag the slider under *Screen Resolution* to set it to 1024 by 768 pixels.
5. Click **OK**.

Figure 1

Computer Settings for INcite

JTAC
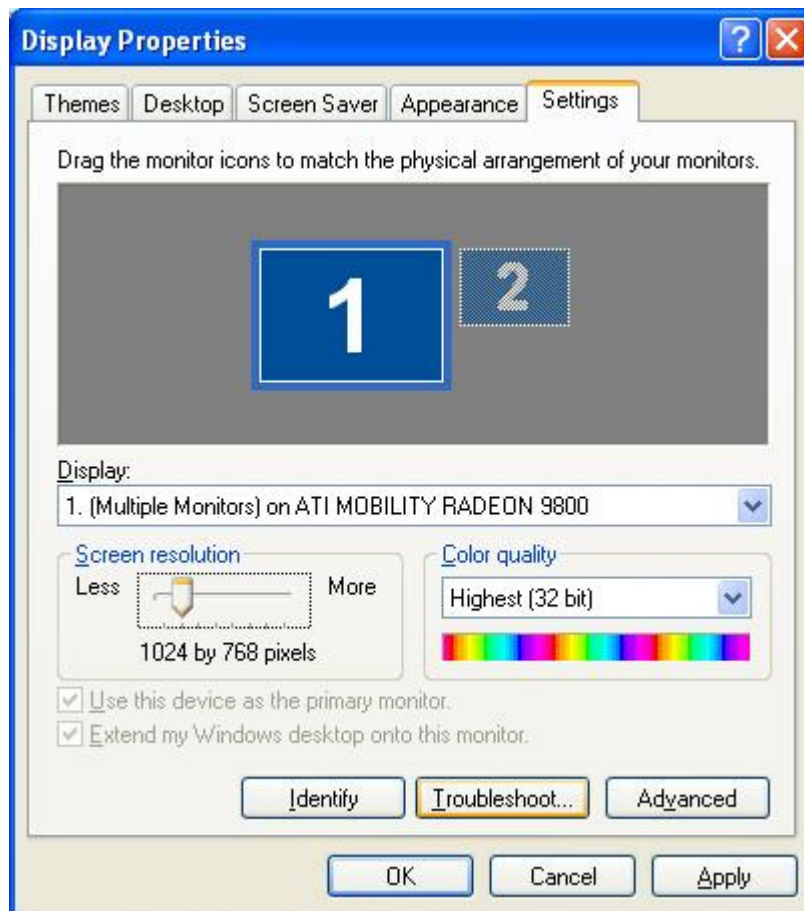
DPI Setting

1. Right click on the Desktop.
2. Select **Properties**.
3. Click the **Settings** tab.
4. Click the **Advanced** button.
5. On the *General* tab, make sure the DPI setting: is Normal Size (96 DPI). (See *Figure 2.*)
6. Click **OK**.

Figure 2

Computer Settings for INcite
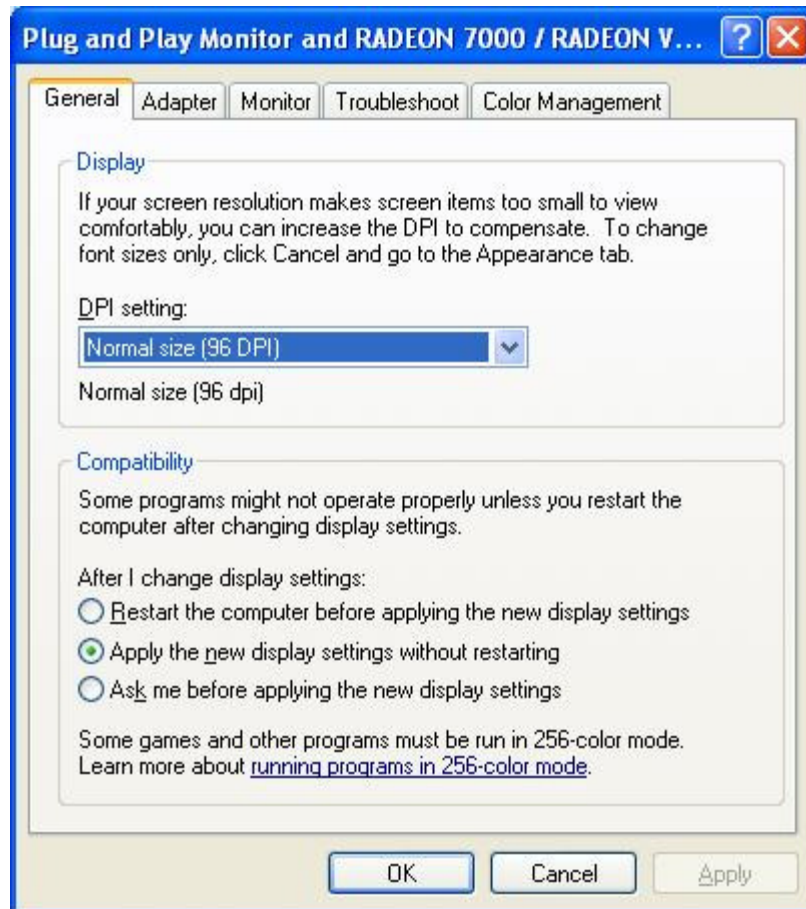
Internet Explorer Settings

Set Page Margins

Why? Ensures that forms print correctly and completely.
1. In Internet Explorer, click **File → Page Setup**.
2. Change the Left and Right Margins to 0.5. (See *Figure 3*.)
3. Click **OK**.
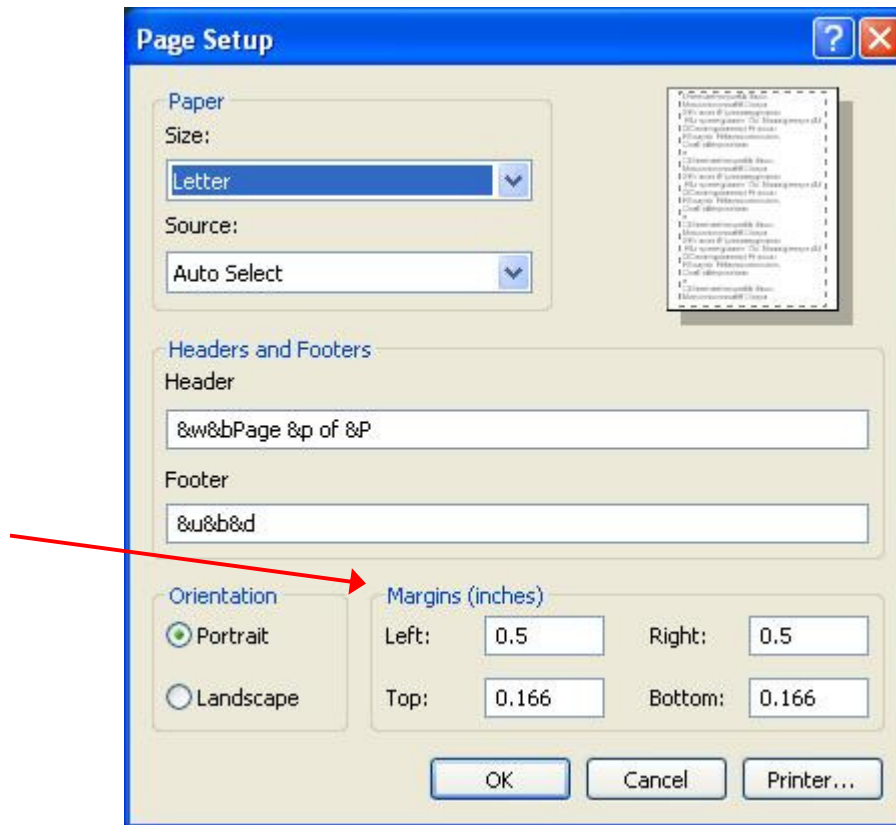
Figure 3

Customize Header and Footer Text

Why? Provides the ability to format and include current date and time information on the printed page for your records. (*See Figure 4.*)
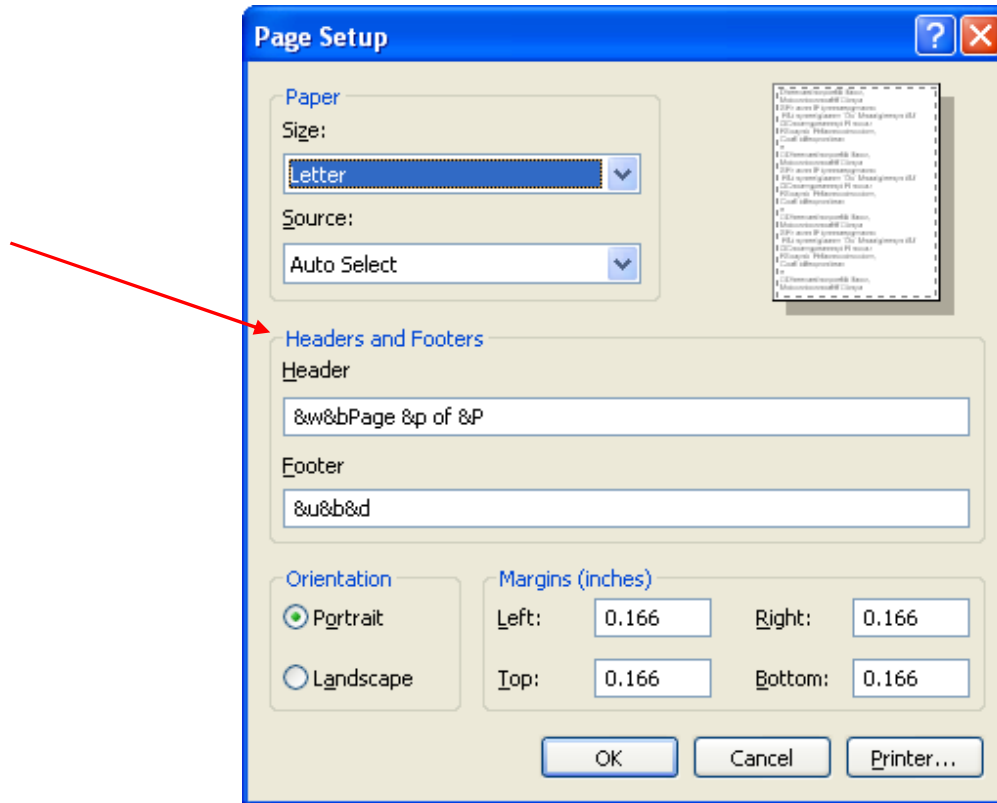

Figure 4

To print specific information as part of the header or footer, include the following characters as part of the text.

Type this	To print this
&w	Window title
&u	Page address (URL)
&d	Date in short format*
&D	Date in long format*
&t	Time in the format specified by Regional Settings
&T	Time in 24-hour format
&p	Current page number
&P	Total number of pages
&&	A single ampersand (&)

*as specified by Regional Settings in Control Panel

Computer Settings for INcite

Text Size

Why? Allows the INcite application to display as designed.
1. In Windows Explorer, click **View → Text Size**. (See *Figure 5*.)
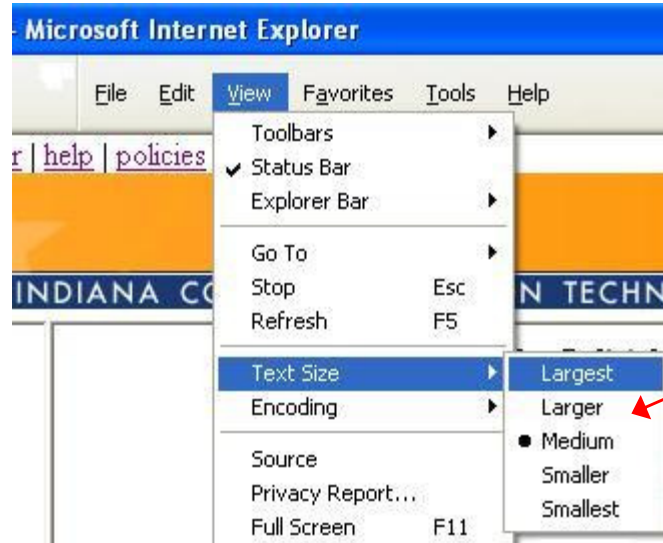2. Select **Smaller** or **Medium** from list.

Figure 5

Cache Setting

Why? Assures the display of up-to-date information.

> **Note:** Instructions for this setting vary depending on the version of Internet Explorer. To check your version, click **Help → About Internet Explorer**.

For Internet Explorer Version 6 or better:
1. Click **Tools → Internet Options**. The Internet Options dialog box should open to the General tab.
2. In the Temporary internet files section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK**.

For Internet Explorer Version 5:
1. Click **Tools → Internet Options**.
2. Click the **Settings** button.
3. Change the *Check for newer versions of stored pages* setting to "Automatically".
4. Click **OK** twice.

Computer Settings for INcite

JTAC

For Internet Explorer Version 4.x:
1. Click **View → Internet Options**.
2. In the Temporary Internet Files section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK** twice.

Security Setting

Why? Disables security dialog box that appears when creating or editing an SR16.
1. In Internet Explorer, select **Tools.**
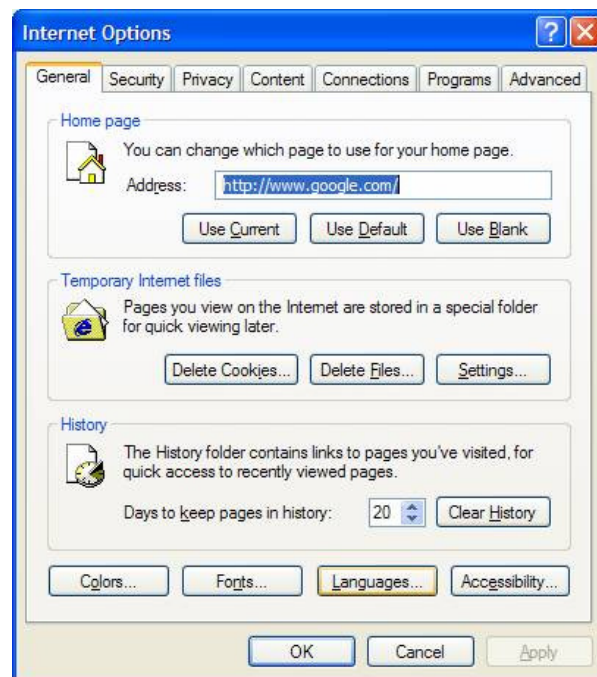2. Select **Internet Options** for the *Internet Options* dialog box. (See *Figure 6.*)

Figure 6

Computer Settings for INcite

3. Select the **Security** tab. (See *Figure 7*.)
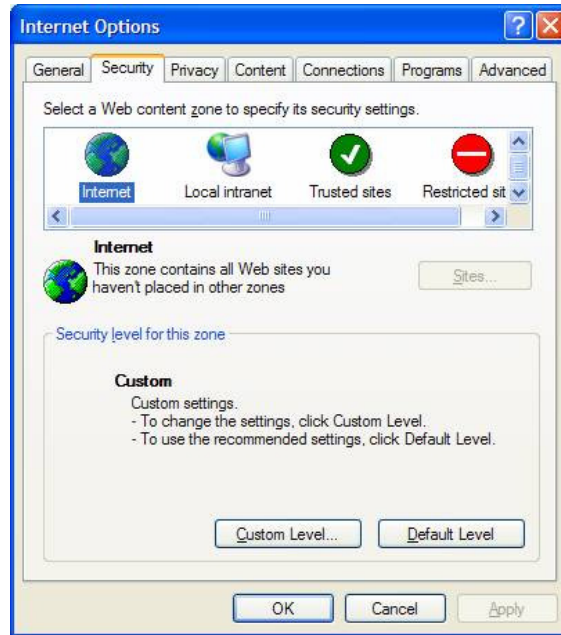
Figure 7

4. Click the **Custom Level** button to show the *Security Settings* dialog box. (See *Figure 8*.)
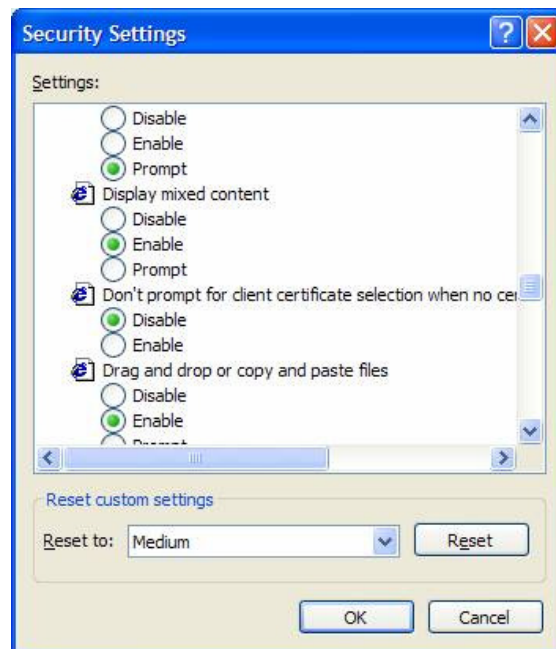

Figure 8

Computer Settings for INcite

5. Scroll Down until you see *Display mixed content*.
6. Select the **Enable** radio button.
7. Click **OK.**

It is also recommended that you add the INcite website to your trusted internet sites. To do this:

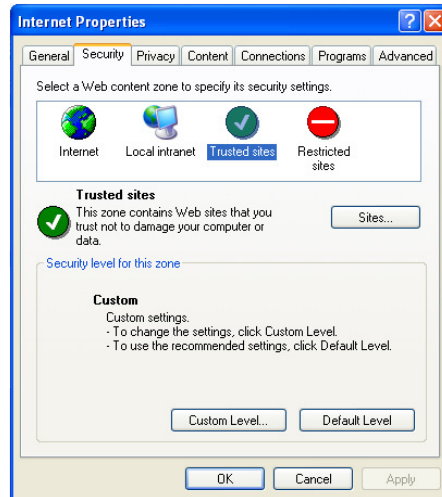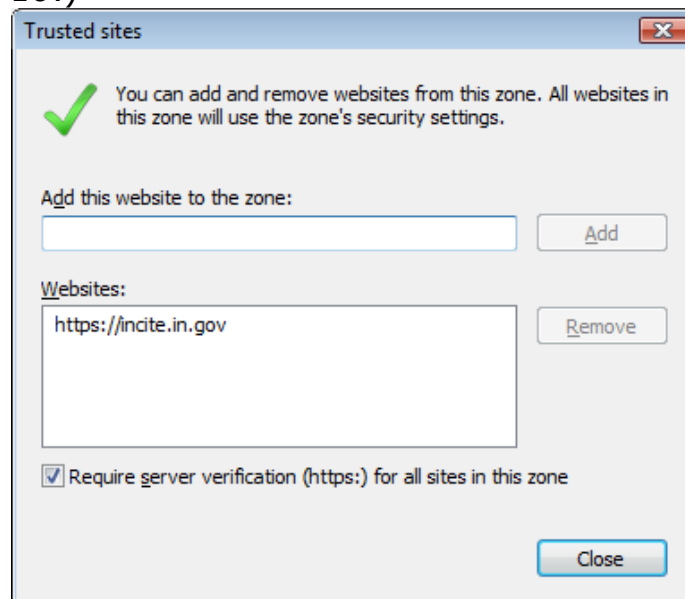1. Select **Trusted Sites** from the Internet Options panel.
   (See *Figure 9*.)

Figure 9

2. Now select Sites.
3. Enter https://incite.in.gov and select the Add button.
   (See *Figure 10*.)

Computer Settings for INcite

JTAC

Figure 10

4. Select OK.

It is also recommended that you add this site to your Privacy settings.

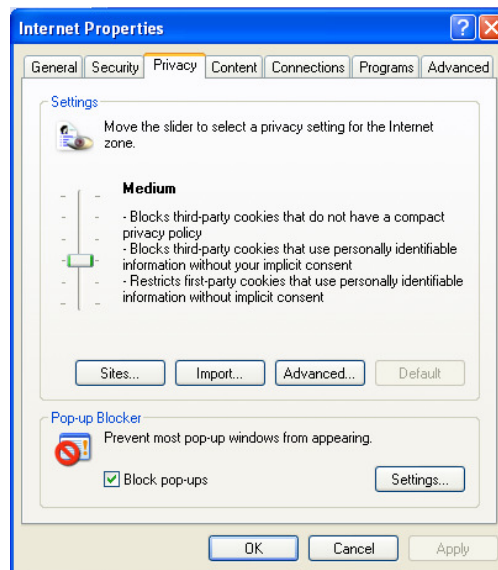1. Select the **Privacy** tab from the **Internet Options** panel.
   (See *Figure 11*.)

Figure 11

2. Select **Sites**
3. Enter https://incite.in.gov and select the **Allow** button.
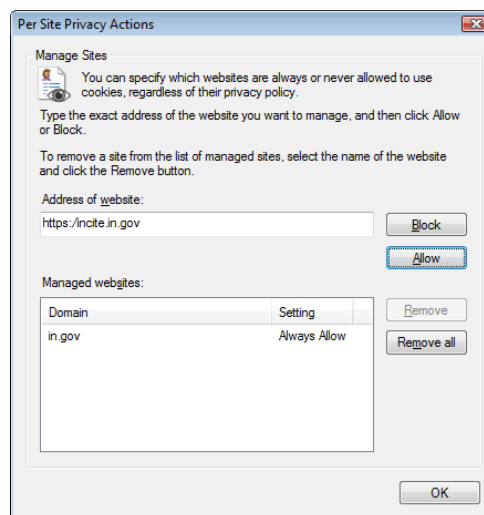   (See *Figure 11*a)

Figure 11a

Computer Settings for INcite

4. Click **OK** twice.
5. Now you can exit from Control Panel.

You may need to close Internet Explorer and reopen it for the setting change to take effect.

FAQs

Are you having trouble printing/opening a document or viewing a website?

Due to security settings on your computer, a pop-up blocker might be preventing you from printing/opening a document or viewing a website.

You might be receiving the "Pop-up blocked" message (located in the upper top left corner), which sometimes goes unnoticeable.
(See *Figure 12*)

Figure 12

1. Click where it says "*Pop-up blocked. To see this pop-up or additional options, click here…*"
2. Select "*Always Allow Pop-ups from This Site…*" (See *Figure 12a*)
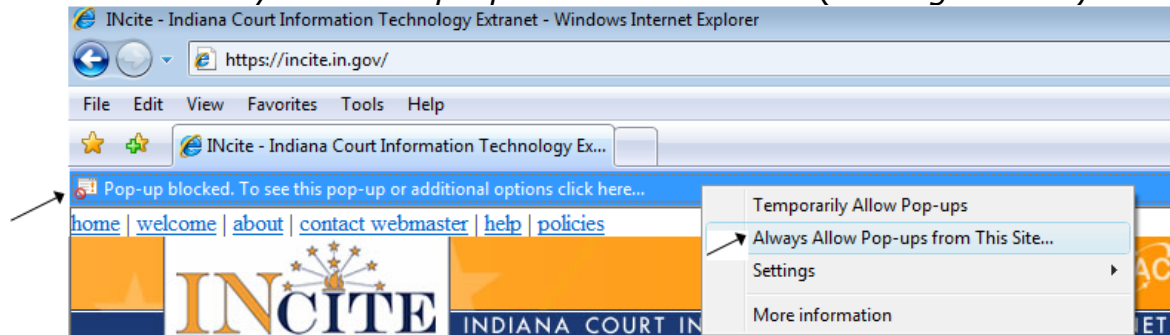

Figure 12a

Computer Settings for INcite

JTAC

Here is another option to try if you are still having trouble printing/opening a document or viewing a website.
1. At the same time, hold down your control key (Ctrl) on your keyboard and select what you are trying to open by left clicking with your mouse.

Help Desk Questions
Toll-free at **(888) 275-5822** or email jtachelpdesk@jtac.in.gov
 Jill Russell at jrussell@jtac.IN.gov or 317-234-3626
 Heather Jonas Berry at hberry@jtac.IN.gov or 317-234-2755

Computer Settings for INcite